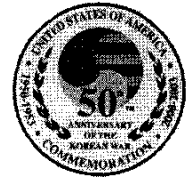




DEPARTMENT OF THE ARMY  
HEADQUARTERS, I CORPS AND FORT LEWIS  
BOX 339500  
FORT LEWIS, WASHINGTON 98433-9500



REPLY TO  
ATTENTION OF:

AFZH-IG (100)

POLICY STATEMENT #19

FL PS #19

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy on Civilian Employees' Rights to Present Complaints or Request Assistance

1. All civilian employees have the right to present complaints, grievances, or requests for assistance to the Inspector General.
2. Before visiting the Inspector General, you should consider whether your concerns can be addressed more quickly and simply by referring them to your immediate supervisor first or by using one of the procedures in paragraph 3.
3. Civilian Personnel regulations prescribe procedures for civilian employees to use in submitting complaints that pertain solely to civilian employment matters. These include complaints on such personnel actions as reductions-in-force (RIF), removals, disciplinary measures, and similar actions. If you want to submit this kind of complaint, contact the Civilian Personnel Advisory Center located in Building 2015, telephone 967-2131, which will give you information about the pertinent regulations and tell you the procedures to follow. However, if you are a member of a recognized bargaining unit and there are negotiated grievance procedures, you must file your complaints concerning employment matters by following those procedures. If you want to submit a complaint about discrimination in employment because of race, color, religion, sex, age, national origin, or handicap condition, contact the Equal Employment Opportunity Office for I Corps and Fort Lewis, and tenant and serviced activities (includes MAMC and Dental Activity). The Equal Employment Opportunity Office is located in Building 5164, telephone 967-9078.
4. If you have a complaint about matters other than civilian employment or a complaint about violations of regulations or procedures in processing complaints about personnel actions, and you feel your complaint has not been resolved by your supervisor, you may visit or call your local Inspector General at:

	NAME	OFFICE HRS	LOCATION	TELEPHONE
I CORPS/FORT LEWIS	COL PORFIRIO MONTES	0900-1700	BLDG 5164	967-5181/ 966-0877
MAMC	LTC MICHAEL STEARNS	0730-1630	RM 2-579 MAMC	968-3436/ 968-2155
4 <sup>TH</sup> ROTC	MAJ LESLIE COWAN	0830-1700	RM 209 BLDG 1010	967-4116/ 967-3183

AFZH-IG

SUBJECT: Policy on Civilian Employees' Rights to Present Complaints or Request Assistance

5. If you believe your local Inspector General's response to you is not fair, complete, or in accordance with law and regulation; or if you believe your interests may be jeopardized by visiting your local Inspector General, you may write to the U.S. Army Forces Command Inspector General, ATTN: AFCG-IG, USA Forces Command, 1777 Hardee Avenue Southwest, Fort McPherson, GA 30330-1062, or call DSN 367-3802. You may also call the Department of the Army Inspector General (DAIG) or the Inspector General, Department of Defense (IG, DOD) Hotline. Their telephone numbers are:

DAIG: 1-800-752-9747 (In Virginia: 1-800-572-9000)  
Commercial from overseas: (202) 695-1578

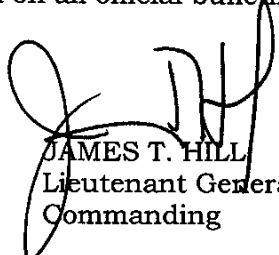
IG, DOD: 1-800-424-9098

6. You may report claims about hazardous work conditions (unsafe or unhealthy) by using procedures in AR 385-10, chapter 3.

7. Per AR 20-1, paragraph 1-11, the IG has a duty to protect confidentiality to the maximum extent possible. This is particularly true when it is specifically requested by persons who ask the IG for help, make a complaint, give evidence, contact or assist an IG during an inspection or investigation, or otherwise interact with an IG.

8. Department of the Army personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperating with the Inspector General. They are also prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance, or cooperating with the Inspector General. However, if you lie or knowingly make false accusations to the Inspector General, you are subject to disciplinary action.

9. This policy statement will be posted on all official bulletin boards.

  
JAMES T. HILL  
Lieutenant General, USA  
Commanding

DISTRIBUTION:  
C, D, G